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64-1083

5 FEB 1964

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Central Qualifications Register

1. This memorandum contains recommendations for your approval. Such recommendations are contained in paragraph 6.

2. Attached as Tab 1 is a proposal for completing, through use of the RCA 501 computer, an Agency Central Qualifications Register for applicants and employees. The Assistant Director for Computer Services has concurred and his analysis is attached as Tab 2.

3. In 1952 the Agency initiated an employee qualifications coding system, of limited nature, utilizing IBM punched card methods. Through gradual expansion the system has now outgrown the capability of punched card methods and, for several months, has been phasing over to the RCA 501 computer.

4. When completed, this conversion will permit:

- a. More selective recruitment of applicants by matching applicant qualifications against Agency needs.
- b. Improved personnel placement by providing information to Career Service Boards and operating officials on employee qualifications.
- c. Improved manpower planning through a more flexible statistical system.
- d. The preparation, eventually, of biographic profiles through computer techniques.

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GROUP 1
 Excluded from automatic
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e. Improved procedures for the integration and consolidation of all information within the Agency on each employee.

5. Complete conversion can be accomplished during the next five years with the personnel now on board. Intensified conversion efforts would enable an earlier realization of the gains. This could be done in one year through the use of ten Agency retirees on contract. These individuals would not be charged against ceiling. The proposal will require \$15,000 in Fiscal Year 1964 and \$50,000 in Fiscal Year 1965, or a total of \$65,000. Once converted, the system would produce better results for the same money and manpower now being expended, or perhaps a little less.

6. It is recommended that you:

a. Authorize the further development of a Central Qualifications Register as a project utilizing ten Agency retirees on contract for one year and not charged against ceiling.

b. Authorize an additional \$15,000 in Fiscal Year 1964 and \$50,000 in Fiscal Year 1965, or a total of \$65,000, for the project.

25X1A

L. K. White
Deputy Director
for Support

2 Attachments:

Tab 1: Memo dtd 29 Oct 63 to DD/S fr
D/Pers, subj: "Project for Development
of a Central Qualifications Register for
Applicants and Employees"

Tab 2: Memo dtd 29 Jan 64 to DD/S fr AD/CS,
same subject

CONCUR: with recommendation that cost be absorbed by the DD/S in
1965 operating budgets. *

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John M. Clarke
Director of Budget, Program Analysis and Manpower

11 / Feb / 64
Date

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The recommendations contained in paragraph 6 are approved:

Marshall S. Carter

* Subject to above proviso.
14 March 64

Date

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